☆ **Supplier Company Name**

Supplier Street Address
City, State ZIP
000.000.0000 Fax 000.000.0000

Invoice

(Example Only)

🕐 **INVOICE NO: 123456**
DATE: May 10, 1998

Ship To:

🕐 Intel Corporation
   3601 Juliette Lane
   Santa Clara, CA 95052

Bill To:

🕐 Intel Corporation
   P.O. Box 1000
   Hillsboro, OR 97123-1000

SALESPERSON	P.O. NUMBER	DATE SHIPPED	SHIPPED VIA	F.O.B. POINT	TERMS
	🕐45070467210		🕐 UPS		2%15 Days, Net 45

QUANTITY	🕐 LINE RELEASE/DELIVERY DESCRIPTION INTEL P/N	UNIT PRICE	AMOUNT
	010 Labor- Paint the risers and stringers on all five stairways in RNB with epoxy paint to match color	7000.00	7000.00
	020 Material - Paint	1500.00	1500.00

SUBTOTAL	8500.00
🕐 SALES TAX	123.75
🕐 SHIPPING & HANDLING	0.00
TOTAL DUE	**8623.75**

Important Tips to Remember When Invoicing Intel

☆ Supplier name and remittance address **must** be the same as referenced on the Purchase Order. If there has been a change or the information on the Purchase Order in incorrect, contact the buyer prior to invoicing to prevent payment delays.

🕐 The word "Invoice" must be on the invoice. The invoice number must be unique (not the same as prior invoices for that supplier), or it will be returned unpaid.

🕐 Use exactly the same "Ship To" address referenced on the Purchase Order.

🕐 Submit invoices to the same "Bill To" address shown on the Purchase Order. **Note:** Intel has multiple "bill-to" addresses. Please verify that the invoice "bill- to" address matches the Purchase Order perfectly to prevent payment delays.

🕐 Invoice must reference the full Purchase Order number as referenced on the Purchase Order, including all zeros. Purchase order numbers are at least nine characters long, beginning with two or more alpha characters followed by numeric and/or alpha characters. If there is a release number involved, it must also be referenced on the invoice.

🕐 If the Purchase Order includes shipping terms as "Prepaid <u>and Bill</u>", the freight charges are to be invoiced and Intel will pay. The Purchase Order may include shipping terms which indicate that shipping costs are **NOT** to be included on the invoice. Examples of these kinds of terms are: "Collect", "Prepaid" and "FedEx Collect". ***Intel will not pay shipping when the Purchase Order shipping terms are "Collect" or "Prepaid".***

🕐 Reference the Purchase Order Line as well as the Release or Delivery (if applicable) on the invoice. The invoice line descriptions should match the Purchase Order line descriptions.

🕐 Verify the tax status and, if taxable, the tax rate of each Purchase Order line item. ***Contact the buyer if there are any discrepancies. The buyer will change the Purchase Order if necessary.*** Accounts Payable will pay according to Purchase Order, short paying the invoice if necessary. Tax must be listed as a separate line item on the invoice. It cannot be included in the price of the product.